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SPECIALIST, JEWELLERY

New York

Acting as a Specialist in the Jewellery department in New York, this position will be responsible for business getting primarily for Jewellery Sales for New York as well as for other sales centers depending on the type of property sourced for sale. Reporting to the Worldwide Head of Jewellery this position will also produce appraisals/valuations, contribute to sale proposals, and to aspects of the sale production as needed. The Specialist is also responsible for selling the New York sales by developing a network of collectors and dealers, as well as assisting with selling auctions worldwide. Phillips values a workforce with a wide variety of experiences, backgrounds and skills, so we encourage you to apply even if you do not meet all of the qualifications.

Duties and Responsibilities

· Source and evaluate property for potential inclusion in live and online Jewellery sales, working collaboratively with the global Jewels team and cross-departmental colleagues to set estimates and sale terms for jewellery to be offered, in order to realize auctions with high levels of connoisseurship and profitability.

· Assist in developing a long-term sourcing strategy for Phillips Jewellery in the Americas, with a focus on building a short-, mid- and long-term pipeline of property.

· In conjunction with the Jewels team develop assigned regions for business getting and sales.

· Assist with major collection valuations and proposals for consignments, working with other senior members of the Jewellery team to position Phillips as a premier platform from which to sell Jewellery.

· Together with the NY Jewels team, take responsibility for selling the New York Jewellery sales, working collaboratively to focus clients on specific works of interest and to brainstorm possible sales strategies.

· Liaise with Client Development, Business Development and Specialists to target buyers for all lots in the sales, and create further specialized selling plans for the sales as possible.

· Participate actively in presale exhibitions worldwide as required, with a focus on face-to-face client contact, to promote and sell the auctions.

· Participate in telephone bidding with clients during auctions.

· Cultivate networks among collectors, dealers and others in order to develop relationships and maintain best-in-class knowledge of the Jewellery market in order to cross-market all selling categories.

· Collaborate with department members to contribute to sale production.

· Negotiate private sales transactions in line with company policy.

· Attend local and regional events to represent Phillips.

· Perform other duties as requested.

Professional Skills and Experience

· 5 years of experience performing similar duties in an auction house or in the jewellery trade, required

· Deep subject matter expertise and market knowledge of jewellery with the ability to carry on eloquently in verbal and written communications to various audiences.

· Established high-end client base.

· Driven and entrepreneurial with a proven ability to initiate business opportunities including collectors and collections and a track record of success.

· Excellent client-relations and presentation skills including confidence, tact and diplomacy.

· Ability to work professionally and collaboratively with all other areas within the business.

· Obtain high standard of integrity and ability to handle confidential information discreetly and responsibly.

- Proactive with excellent project management and organizational skills.
- Ability to operate with grace under pressure while delivering excellent work product.

Education and Training

- Associated Jewellery qualifications, such as GIA/FGA or similar, required
- Language skills in addition to English, preferred

Working Conditions

- Work primarily performed in the 432 Park Ave, New York office
- Travel required and frequent, including domestic and international
- Ability to work evenings and weekends as necessary

Additional Info

- The annual salary range for the role is $85,000-115,000 (commensurate with experience).

To apply please visit: https://phillipsauctioneers.bamboohr.com/careers/395. Please be advised: due to the high volume of applicants, we are only able to contact those candidates whose skills and backgrounds best fit the needs of the open position.